

Michigan State Police  
Emergency Management and Homeland Security Division  
**FY 2018 Emergency Management Report Schedule**

**Initial Work Agreement DUE: October 27, 2017**

- **Annual Training and Exercise Plan Worksheet for 2018-2020:** Submit an electronic copy to Carly Georgopoulos at [GeorgopoulosC@michigan.gov](mailto:GeorgopoulosC@michigan.gov) by October 13, 2017.
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit Original and One (1) Copy to District Coordinator. Must have original signatures.
- **EMD-17: Summary Request for Emergency Management Assistance Expenses:** Submit to District Coordinator. Must have signatures. Electronic copy is acceptable.
- **Current Job Description:** for federally EMPG funded employee on EMD-17. Submit to District Coordinator. Submit Two (2) Copies.

**First Quarter Report DUE: January 12, 2018**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD-007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.

**Second Quarter Report DUE: April 13, 2018**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD-007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.

**Third Quarter Report DUE: July 13, 2018**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD-007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.

**Fourth Quarter Report DUE: October 12, 2018**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** Submit on paper EMD-007.
- **EMD-065 Quarterly Training and Exercise Report:** Submit through MSP/EMHSD electronic survey tool.
- **Annual Training and Exercise Plan Worksheet for 2019-2021:** Submit an electronic copy to Carly Georgopoulos at [GeorgopoulosC@michigan.gov](mailto:GeorgopoulosC@michigan.gov) by September 30, 2018.